

eWaste Computer Disposal Policy Proposal

The following is based on a number of discussions with the the Technology Advisory Committee (TAC), members of the Information Technology Center (ITC), and Sharon Isa.

1) Sharon Isa said that it takes about two weeks to get an item removed from inventory. Any computer that is not removed from inventory two weeks prior to October 23 cannot be disposed of using the eWaste disposal. If people have not informed Ken Kato (via e-mail) of their intention to dispose by 9/28/06, they may not be allowed to dispose of a computer via eWaste (it will be up to Ken).

2) The computer hard drives should be removed and properly treated. See items 3 and 4. The rest of the computer can be disposed of via eWaste.

3) Technical Desktop Support (The Help Desk) has agreed to help people remove the hard drives. However, Technical Desktop Support (TDS) will not be able to pick up the computer. TDS has agreed to pick up the hard drive and get the hard drive to CENT (see item 4). In addition, each department/individual is responsible for disposing of the computer . Technical Desktop Support (TDS) will also be responsible for removing memory chips and network cards that may be usable in other computers. Arrangements for drive removal with TDS must be made on a timely basis (as accomodating last minute requests will not be possible). A sheet (see next page) that documents the removal and destruction of data will be started at this time.

Based on further discussions with ITC, TDS personnel will not remove a hard drive from a computer unless the person with the computer can show documentation that the computer is off inventory or will be removed from the inventory in time for the disposal date. This is to try to ensure that computers are properly removed from inventory *before* being disposed of.

4) All hard drives will be treated as if they contain sensitive data. The CENT department has agreed to disassemble the hard drives and rendering the disk data unrecoverable. Each department/individual is reponsible for delivering the hard drive to the CENT department.

BOTTOM LINE – Everyone recognizes that it is a rush to get computers disposed of through this eWaste event. If people are not able to get things done on time, the best policy is to wait and dispose of their computer at a later time.

Sample Computer Hard Drive Disposal Form

Person at location of computer being disposed: _____

I verify that this computer has been removed from inventory (initials) _____

Documentation that computer is removed from inventory: Yes _____ No _____

Manufacturer of System Unit: _____

CPU type: _____

Date of Removal: _____

Location of computer: _____

Person responsible for verification of data destruction

(print): _____

(signature: _____ date of destruction: _____